

University of La Verne
Educational Partnership Verification Requirements

Verification of Eligibility

Employee Documentation

Company Employees can document proof of employment and eligibility in the following ways:

- Email to ulvpartnership@laverne.edu a letter on company letterhead from the Human Resources Department or from the employee's supervisor that verifies current employment;

or

- Email to ulvpartnership@laverne.edu a copy of a current pay stub that lists the company's name, the name of the employee, address of the employee, and the date of the pay period.

Note: All financial information applicable to the employee should be redacted.

Spouses of Company Employees

To receive a partnership award for a spouse, the employee must provide to ulvpartnership@laverne.edu the following:

- A copy of their marriage certificate

or

- A letter from the employer indicating that the spouse is benefits eligible dependent or beneficiary;

or

- A driver's license or state identification card which indicates that the spouse has the same last name as the employee and resides at the same residence.

Domestic Partners of Company Employees

To receive a partnership award for a Registered Domestic Partner, the employee must provide to ulvpartnership@laverne.edu the following:

- Provide proof of being a registered domestic partner in the State of California or any other State

or

- A letter from the employer indicating that the domestic partner is benefits eligible dependent or beneficiary;
- indicating the name of his/her domestic partner